



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Orlando Division**

## **VACANCY ANNOUNCEMENT**

### **AUTOMATION SUPPORT TECHNICIAN**

CL 25 \$34,340-\$42,955 to start\*

Announcement No. 06-29

Position Closes: Open Until Filled

Available: Immediately

This position is for a one year one day term with benefits and the possibility of becoming a permanent position.

#### **Representative Duties**

The incumbent will receive inventory and distribute new PC hardware; install and configure new software applications; troubleshoot PC hardware and software problems; aid in the support of all desktop automated systems and their accompanying peripheral devices; provide user training and /or support for various desktop application software needed by the court; assist in the procurement of automation related systems.

The incumbent will also assist with the creation and maintenance of technical documentation used by internal Automation staff or by Court users.

#### **Minimum Qualification Requirements**

Requires an Associate's Degree in a computer-related program and a minimum of one year experience in general PC support or a high school degree and three years of experience in general PC support. The incumbent should have a thorough working knowledge of Windows XP based Intel X86 computer systems. A basic working knowledge of systems BIOS, ATA hard drives, controllers, video cards, and motherboards is required. Additionally, expertise in peripherals such as printers, scanners, keyboards, optical mice, and other related devices is required.

Incumbent must have a thorough understanding of the Windows XP operating system and the ability assess and troubleshoot system errors. Additional skills should include a working knowledge of basic network connectivity and the ability to troubleshoot basic network access issues. A strong working literacy should include the Windows XP operating system, WordPerfect, MS Office and Excel, Internet Explorer, Mozilla Firefox, Symantec's Norton Anti-Virus, Lotus Notes email, and other desktop utilities as required.

The incumbent must demonstrate the ability to write documentation for other administrators as well as the user community and have the ability to handle multiple projects and tasks at one time. Incumbent must present a professional demeanor; possess strong office and organizational skills; and possess excellent oral and written communication skills. The incumbent must have the ability to work with confidential and sensitive information.

#### **Information for Applicants**

Send cover letter, resume, and salary history to Human Resources Manager, Office of the Clerk, Attention Position #06-29, 80 N. Hughey Avenue, Room 300, Orlando, Florida 32801. Resumes must be received by Friday, September 8, 2006. Selected interviews will be scheduled until the position is filled.

#### **THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

(See reverse side for employee benefits)

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.